STARS Training

STARS training for priority 1 end-users began on, February 22, 2005 at Germantown and Oak Ridge. Albuquerque training began on March 7, 2005. If you have not already registered for your courses, registration is open until two days before the course is scheduled to begin. Training registration for priority 2 and 3 end-users opened on March 2, 2005. All end-users are now able to register for courses on a first-come-first-serve basis. If you are a priority 1 end-user, please register for courses now. If you believe that you were inadvertently omitted from the list of STARS end-users, please contact the Field CFO responsible for your site or Program Office.

Information on how to register using iLearning was provided in the STARS Training Communiqué that was distributed to end-users. Information on training logistics, including classroom locations, security instructions and hotel information was sent to all end-users on March 3, 2005. To access the detailed information on training logistics online, please see http://www.mbe.doe.gov/ME2-5/i-manage/STARSTrainingSiteLogistics.pdf . If you have any questions please contact your training site coordinator or email STARS@hq.doe.gov.

Training Spotlight: Accounts Payable Module

There are a total of ten STARS instructor-led courses that will help users learn the new system before it goes live. Each of the 10 STARS courses will be profiled in a STARS Communiqué issue. In this issue, we spotlight the Accounts Payable module which consists of two courses; Accounts Payable Invoicing and Accounts Payable Payment Processing. The prerequisite for this module is Navigating Oracle 11i.

The STARS Accounts Payable Module (AP) consists of two courses: Accounts Payable Invoicing and Accounts Payable Payment Processing. These courses explore the primary functions of accounts payable staff, including entering matched and unmatched invoices, invoice returns, cancellations and holds, payment processing, and returned payments. Navigating Oracle 11i is the prerequisite for both courses. Both AP training courses are offered at the Germantown and Oak Ridge training sites.

The Accounts Payable Module will walk users through the lifecycle of an invoice from processing to payment while providing an introduction to and experience with the functionality within STARS. Users will be introduced to the conceptual course material first and then lab exercises will provide users with hands-on experience entering invoices and payments in STARS.

In STARS there are some notable changes from the current system. However, the type of information processed is essentially the same. STARS groups all AP functions together into a module, which then interacts with other STARS modules such as Purchasing, Fixed Assets, Accounts Receivable, and General Ledger, to ensure that all financial data is recorded accurately throughout STARS. The two AP module training courses will focus on the following key differences.
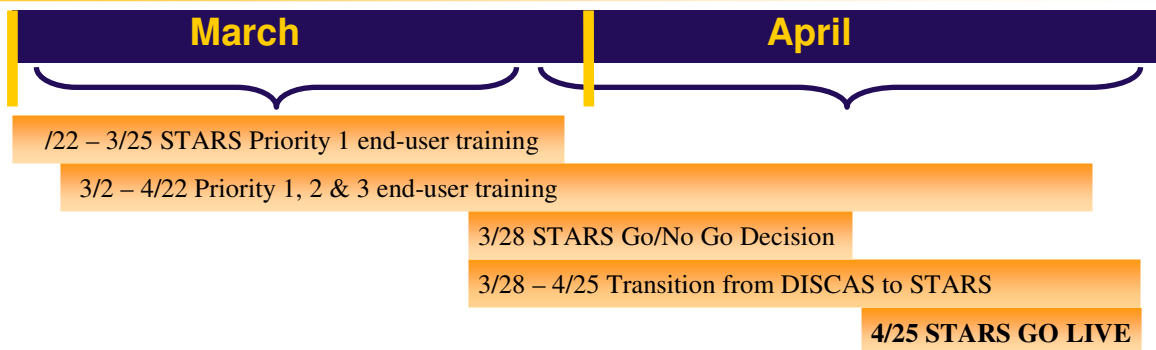
Accounts Payable Invoicing

- STARS requires each invoice to be tied to a supplier record, whereas in DISCAS, the Obligation Reference record was not required for certain contract identifiers (CIDs)—for example, Miscellaneous.
- In STARS, the funding distribution is matched at the invoice level instead of when the payment entry is recorded, as was the case in DISCAS.
- In STARS, holds can be placed on invoices and the hold reasons and releases are identified. DISCAS did not have a mechanism to place invoices on hold.
- STARS uses transaction codes when recording matched or unmatched invoices. In DISCAS, all invoices were tied to a CID.
- In STARS, invoices use the CID as part of the numbering scheme, whereas in DISCAS, each unique invoice number was tied to the CID.
- STARS allows you to select from different invoice types, whereas DISCAS made no distinction with regard to invoice type.
- STARS allows prepayments to be applied to future invoice payments. DISCAS had no mechanism to match or apply prepayments to future invoice payments.

Accounts Payable Payment Processing

- STARS requires every payment to be tied to an invoice, whereas in DISCAS, non-numeric characters were entered in the related transaction field (for example, other, split, etc.)
- STARS allows invoices to be processed without matching them to a purchase order (for example, IPAC). In DISCAS the contract identifier (CID) drove the payment entry.
- STARS automatically calculates the interest penalty payments and issues them with the invoice payment. In DISCAS, interest penalty payments were a manual calculation and separate entry.
- STARS applies the Treasury check numbers to individual payments. DISCAS applied the Treasury schedule numbers to individual payments.
- In STARS, you set the Prompt Pay flag on the supplier header record which applies to every payment for that supplier. In DISCAS, the Prompt Pay flag had to be set at the contract identifier (CID) level.

Upon completion of the AP module users will be able to execute every stage of an invoice lifecycle within the STARS system. Users will know how to enter matched and unmatched invoices, make necessary adjustments to invoices, enter invoice returns, cancel unpaid invoices, apply and release invoice holds, process payments and return payments.

STARS Two-Month Timeline

March	April

/22 – 3/25 STARS Priority 1 end-user training

3/2 – 4/22 Priority 1, 2 & 3 end-user training

3/28 STARS Go/No Go Decision

3/28 – 4/25 Transition from DISCAS to STARS

4/25 STARS GO LIVE

If you have any comments or questions about the STARS Communiqué, or would like more information on the STARS Project, please send an e-mail to STARS@hq.doe.gov.